**TEAM MEETING AGENDA**

**Hi All!**

How is everyone doing this week? What is everyone's headspace?

* Manager #1
* Manager #2
* Manager #3

**Last week's highs**

Share some highlights from last week that lifted your spirits:

* Manager #1
* Manager #2
* Manager #3

**Last week's lows**

Share some moments from last week that were tough:

* Manager #1
* Manager #2
* Manager #3

**General update**

Report on any general updates within your teams.

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**Last week’s goals**

How did you perform against last week’s goals?

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**This week’s goals**

Set some goals for this upcoming week.

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**Last week’s tasks**

How did you and your team progress on outstanding tasks and projects?

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**This weeks’ tasks**

What’s on your list this week?

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**Anything else to note or share?**

Include any other items to discuss here.

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**Reminders**

Include reminders to come back to in future meetings.